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Weekly Report for Week Ending 30 July 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

25X1A9a

a. S. R. Division/DD/P Personnel [REDACTED]

25X1A9a

Furnished information and literature to Mr. [REDACTED] of
S. R. on the McBee Keysort filing system.

2. Assignments

25X1A9a

a. Legislative Counsel [REDACTED]

Records Control Schedule has been typed and will be
submitted to the Staff for review and approval.

b. OTR Records Control Schedule [REDACTED]

25X1A9a

No change from previous report.

25X1A9a

c. OSI Annual Revision of Records Control Schedule [REDACTED]

Review of schedule has been completed and memo is being
drafted for approval of its application. The schedules and
their application in OSI were discussed fully with the
Records Officer and weaknesses in their disposition program
were brought to their attention. They plan to tie in the
return of the new schedules with the clean-up campaign and
get the disposition program in line again.

d. Records Management Survey of Specialized Recruitment
Branch, FPD, OP [REDACTED]

25X1A9a

25X1X8

Continuing installation of case files for recruitment lead
sources. IAS Pool employee [REDACTED] has been assisting in
file installation and disposition. 80% complete.

e. OCR Records Clean-up Campaign [REDACTED]

25X1A9a

Provided promotion material to ARO for consideration in
OCR-wide clean-up which has been postponed pending return
from leave of AD/CR who is scheduled to sign "kickoff" letter.
Need for campaign is shown by these statistics giving change
in OCR records since June 1957:

(1) Total volume up by 32% (35,800 from 27,208)

(2) Average records per employee up by 10 cu. ft. (43 from 33).

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- (3) Average items of records equipment per employee up by 23% (15.2 from 12.4).
- (4) Total items of records equipment up by 23% (12,564 from 10,235)

f. File Equipment Review [REDACTED] 25X1A9a

25X1X8 [REDACTED] Have requested the Office of Logistics to consider applying Funds received from the sale of surplus equipment towards the purchase of specialty type filing equipment including shelf filing.

g. Office of Central Reference/IR Mock-Up [REDACTED] 25X1A9a

25X1X8 [REDACTED] Discussed the possible turn-in of \$33,000 worth of safe type equipment with [REDACTED] Office of Logistics. 25X1A9a Logistics will accept the equipment and purchase new filing equipment for IR and will also either reduce current purchase orders for safes for a like amount or delay additional purchase until these safes are absorbed in the supply system. 25X1A9a [REDACTED] indicated a formal reply to this effect will be made to the DD/I. The Building Planning Staff (per Mr. 25X1A9a [REDACTED]) are asking the DD/I to reconsider and approve the project.

h. Records Management Survey/Office of Personnel [REDACTED] 25X1A9a

No change from previous report.

3. Vital Materials

✓ a. Meeting was held with Mr. [REDACTED] OCR/IR, to 25X1A9a arrange for the microfilming of IR Travel Folders as Vital Materials. This is a new filming project resulting from the recent development of a Vital Materials Deposit Schedule in OCR. Filming is scheduled to start on 30 July.

b. The microfilming of the OCR/GR Ground Photo and Personality files is being held up pending the completion and acceptance of tests now being conducted by Logistics/Printing and Reproduction Division. The deposit of duplicate negatives of current additions to this file is being made in accordance with the new OCR deposit schedule.

c. Installation of an air conditioning system in the repository is now in progress. This office has been requested by Mr. 25X1A9a [REDACTED] to withhold any requests for trips to that area until further notice.

4. News

25X1A9a a. Orientation and Training of new ARO/OP. During the week, new ARO for OP, Mrs. [REDACTED] visited VM Repository, 25X1A6a Records Center, and [REDACTED] as part of her OJT.

- b. A revision of the Medical Staff Records Control Schedule is being made as a result of the combination of the medical and psychiatric files and a changeover from alphabetical to numerical filing. Two items will be deleted by incorporating them with other items on the schedule.

- c. At the request of [REDACTED] obtained from OTR/CT 25X1A9a
a sterilized version of HB 43-330-1, Handbook for Subject
Filing, for use in new [REDACTED] to be established 25X1A6a

25X1X8

25X1A6a

25X1A9a